

## **BOARD OF SELECTMEN**

January 22, 2013

### **Minutes**

The Board of Selectmen met on Tuesday, January 22, 2013 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, John D. Williams, and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present. Selectman Douglas Stevenson was not present tonight.

Mr. Hult spoke about former resident and Selectman Hal Sauer who recently passed away. He said Mr. Sauer died on January 7<sup>th</sup> at age 79 in Maine after a long illness. Mr. Sauer and his family lived in Carlisle for 40 years. Mr. Hult said he was a very dedicated public servant and he will be missed by the people in the Town of Carlisle. Mr. Scavongelli said our thoughts and prayers go out to the family of Hal Sauer.

### **Town Administrator Report**

1) Mr. Goddard gave an update on the request for a stop sign on Long Ridge Road. He said the Traffic Safety Advisory Committee is meeting this week and they will have a formal recommendation for the Board at their next meeting.

2) Finance Director Larry Barton has requested that the Board consider authorizing him to be the signatory for agreements between the Town and the Mass. Water Pollution Abatement Trust's Septic Loan program. Mr. Goddard said there are occasions when in the interest of time it would be more efficient if he or Larry could authorize the borrowing of funds from the MWPAT on behalf of the Town. Mr. Hult wanted to add one sentence to the proposed motion, 'and report to the Chairman of the Board of Selectmen within a reasonable time of any action'.

On a motion made by Mr. Hult and seconded by Mr. Williams, it was unanimously **VOTED** to authorize the Finance Director and/or the Town Administrator to execute any authorizing documents regarding the Town's Septic Loan Program with the Massachusetts Water Pollution Abatement Trust (MWPAT) on behalf of the Town of Carlisle and report in a timely fashion on any such actions to the chairman of the Board of Selectmen.

3) Mr. Goddard spoke about the Housing Coordinator's position, which was discussed at the January 8<sup>th</sup> Board of Selectmen's meeting with the Finance Committee. He said in order to be considered for CPA funding, an application must be submitted to the Community Preservation Committee. Mr. Goddard suggested that the Board definitively state and communicate to the Finance Committee their decision regarding this issue and then the FinCom will know what column to list this item in for the budget.

Mr. Scavongelli said his recollection of the discussion was that the Selectmen wished to move this position away from the CPA funds and place it in the General Funds. Mr. Goddard said this should be communicated to the Finance Committee.

Mr. Gorecki said he would support not making an application to the CPA to fund the Housing Coordinator's position.

Mr. Williams said it was unfair to put Town Meeting members in the position to vote on funding someone's job.

Mr. Hult said that this position should be in the regular budget.

Mr. Scavongelli said he applauds the efforts of the Finance Committee in terms of trying to control expenses,

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however, he supports funding the this position in the General Budget.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that the funding for the Housing Coordinator Position come through the General fund operating budget beginning FY14.

Mr. Goddard said the Finance Committee discussed the proposed special appropriation for Center Park and they believe that it would be a good candidate for CPA funding. He prepared a draft application and suggested to the Board that perhaps they could review same during the New Business segment on the agenda. Mr. Scavongelli said at the FinTeam meeting this morning there was a discussion about how private fund raising was used when this project started out. Mr. Hult said originally \$70,000.00 was raised. He said there is ongoing maintenance that was higher in the beginning, but now the yearly maintenance is about \$5,000.00 per year. Mr. Hult said that money has been coming from yearly fund raisers however it has become exceedingly difficult over the years to reach that amount. He said there is an opportunity for the Town to form a partnership and split the fundraising cost of \$5000.00 by putting in \$2,500.00. Mr. Scavongelli said the Board will discuss this item further under new business

4) Mr. Goddard said attached to tonight's report are a Change Order (#18) with H.V. Collins Co., Inc. the General Contractor for the Carlisle School building project and a Contract Amendment (#5) with HMFH Architect. Mr. Goddard explained that the Change Order is a *credit* in the amount of \$8,550 and has been reviewed and recommended for approval by the School Building Committee.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board of Selectmen approves the amended contract with H.V. Collins Co., Inc. in the amount of \$8,550.00 as specified in the attached Change Order #18 as prepared by HMFH Architects.

Mr. Goddard said the Contract Amendment #05 with HMFH Architects in the amount of \$2,205.00 is for additional design services in connection with the new gymnasium floor at the Corey Building. He said the School Building Committee has voted to recommend that the Board of Selectmen approve this amendment.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board of Selectmen approves the amended contract with HMFH Architects in the amount of \$2,205.00 for additional design services as specified in the attached Contract Amendment #05.

5) Mr. Goddard said at our last meeting a question was asked relative to how much money has been paid to Special Counsel Frank DiLuna. Mr. Goddard reported that since July 2011, Attorney DiLuna has billed the Town approximately \$7,900 for his services

6) Mr. Goddard briefly went over upcoming agendas for the next two Board of Selectmen meetings.

7) Mr. Goddard said attached to this report was a spreadsheet regarding the Town's 53E½ revolving funds. He said the revolving funds for the Council on Aging and Building Department are very close to exceeding the limit voted on at the 2012 Annual Town Meeting. Mr. Goddard said a vote of both the Selectmen and the Finance Committee is necessary to amend the limit mid-year. He said a suggested motion would increase the limit of the Building Department's revolving fund from \$75,000 to \$100,000 and the Council on Aging from \$10,000 to \$20,000 for this fiscal year.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to increase the spending limits for the FY13 Building Department and Council on Aging 53E½ revolving fund accounts to \$100,000 and \$20,000, respectively, pursuant to the provisions of M.G.L. Chapter 44, §53 E½.

### **Community Input**

Kelly Guarino, chair of the Conservation Commission was present to explain the application they prepared to submit to the Community Preservation Committee. She said they were seeking the Selectmen's support on this application for the Mark and Rachel Page Elliot River Preserve property in the amount of \$150,000.00. Kelly said as part of this process, funding for this project has come from a number of different sources. She said one of the sources that did not come through was an application to the Land Acquisition's Diversity Grant program. She said however, other sources did come through. The application to the Community

Preservation Committee this time will be for a portion of the funding that was anticipated from the State grant, which was \$290,000. Lynn Knight from the Land Stewardship Committee was present to clarify some issues. She said the total amount of the project is \$750,000.00. Lynn said the funding that we received so far is: \$150,000 from Community Preservation Committee (last year), \$45,000-Conservation Commission, \$20,000-Wild & Scenic River Stewardship Council, and \$248,000-raised from private donations. She said after that there was a shortfall of about \$287,000.00. Lynn said that is the approximate amount for which the application for the *LAND* Grant was for, but not received. She said they would like to submit this application to the Community Preservation Committee to help make up this shortfall.

Mr. Williams said he fully supports this application to the CPA.

Mr. Hult suggested having a more thorough discussion about this application when Mr. Stevenson is present. He said he was totally supportive of this application, but he thought we should keep the second front going, that is, with continuing to ask the State if any projects are not going forward. Mr. Hult feels that in preparing for and submitting the grant application, the Town did everything correctly in terms of the project. He said he was very disappointed, but would still like to stay in contact with the State for any further information. He added that he wants to make sure the project gets completed.

Mr. Williams said we are not joining the application, we are just supporting it. Mr. Scavongelli said when Mr. Stevenson come back the Board will have a full discussion on this application.

### **Cable Fiber Project Update**

Nathan Brown was present to give the Board an update on the Carlisle Municipal Fiber Project. Nathan said the following members were also working on this project and are present tonight: Bill Riso, Carolyn Luby, Chief Flannery, Ted Shaw and Town Administrator, Tim Goddard and Chief Fisher (not present). He said the project is very near complete.

Nathan said many years ago Chief Flannery realized there was a need for better connectivity between the School, Police Department and the Fire Department transmission. Nathan said at the Annual Town Meeting of April 2010, \$45,000 was appropriated for FY11 to install a municipal fiber optic network.

Nathan explained that the fiber optic network is the physical medium that will carry signals between these buildings. He said it is very high capacity. He said there are 24 strands (12 different signal pairs) from each building, that is, the Fire, Police Town Hall and Library to the old server in the Grant Building at the School. Nathan said this old server room can now serve as a town-wide server room.

Nathan said the fiber network is designed to securely transmit the police and fire safety signals. He said it is a strong foundation upon which much can be built.

Nathan spoke about a few of the potential future uses the fiber optic network offers. He said it is possible that the network could reduce the number of network servers in Town. The fiber optic network provides better security and it could eliminate redundant internet connections.

In regard to possible next steps for the Board of Selectmen, Nathan suggested that they review the Comcast contract to see if funds were provided for internet access in each municipal building and if there was money provided for hardware to have CCTV at the School. Secondly, Nathan said the Board should consider what they want centralized and who will manage it.

Mr. Scavongelli thanked Nathan for this extensive update.

Mr. Hult asked what is better now since the fiber optic network has been installed. Nathan said the transmission signals going from the Police Department to the Fire Department are more reliable. The messaging has improved.

### **FY14 Fire Department Budget**

Fire Chief David Flannery was present to go through the Fire Departments FY14 Budget Requests. David spoke about where the Department was organizationally and he talked about compensation matters. David said his goals are to maintain an adequately staffed all call fire department, develop and implement measures and incentives to recruit, develop and retain call firefighters and EMT's, and maintain an adequate organizational structure as the community and department grows.

David said currently there is a roster of 25 individuals to handle emergency service calls. He said this number is down from 30. He said during FY 2012, they responded to 224 Fire Calls and 178 EMS calls. David presented a Current Compensation chart showing the hours worked per week by the Chief, Deputy Chief, Captain, Lieutenants, EMS Coordinator, EMT's and Firefighters.

David spoke about the issues he would like to have addressed. He said there is no hourly wage separation between the Firefighters, Lieutenant, Captain and Deputy. David said the Fire Department was not a part of the Town's Wage & Classification Plan and there has not been a review or analysis of the Fire Department's compensation since 1994. He said the stipends established in 1994 have not been adjusted to keep pace with responsibilities and hours. David said the Deputy, Captain and EMS coordinator are currently working hours that they are not being compensated for. He noted that the Auxiliary EMT's who move forward to a primary position are paid less than a regular EMT, even though they do the same job. David added that Auxiliary Firefighters do not receive a stipend for the availability requirement.

David presented a proposed Fire Department Compensation Plan. He said the Plan provides the ability to have three steps at 3% within the 9% Scale for each position.

David spoke about future issues and requests. He said there is a need for commitment and funding for this year and future years of the proposed compensation plan. He spoke about gradual increases in staff hours as the Town continues to grow. David also said the current facilities are inadequate due to the growth of the department and we will need to begin to plan for future expansion/renovation of the fire station.

David presented the four-year plan for funding compensation plan that he discussed with the Finance Committee.

Mr. Scavongelli asked David if he was increasing the pay/compensation for the firefighters/EMT in hopes that there will be more people interested in working here. David said this is an equity and fairness issue.

David said he met with David Model from the FinCom (who was present), Tim Goddard and Larry Barton. Mr. Goddard said the Personnel Board reviewed the job descriptions between the positions and they were satisfied with the Chief's proposal for compensation.

In response to Mr. Scavongelli, Mr. Goddard this is not a warrant article but a request to the budget. Finance Committee member David Model said the Selectmen's reaction to this proposal will be helpful to them.

Mr. Williams said it is clear that our fire department is very special, in regard to the emergency response as well as the fire fighters.

Mr. Hult said he agrees with Mr. Williams in regard to the quality of work by the Fire Department. In regard to fairness to the employees, Mr. Hult said he relies on David and the Personnel Board to make a recommendation relating to that. He added that since David feels that this is what he needs to do to maintain what we have, he is fully supportive of it, however this is not the only recruiting or retention tool. It is a necessary tool for David to use staff the department, but there are significant other factors in both retention and attraction that have and need to be addressed.

Mr. Gorecki said he was in favor of this too.

Mr. Williams agreed.

### **Town Counsel Recommendation**

Mr. Gorecki said the committee working on the Town Counsel recommendation decided that it would be useful to have an additional meeting before they gave their recommendation to the Board of Selectmen. Mr. Gorecki said they would like to be placed on an agenda in February.

### **Consideration of Plowing Policy (2<sup>nd</sup> draft)**

Mr. Scavongelli said Mr. Stevenson has put a considerable amount of time into drafting this policy. He has sought out feedback from the DPW as well as the Planning Board on this policy. Mr. Scavongelli said out of a courtesy to Mr. Stevenson, he would like to wait until the next meeting when he is present before the Board formally takes a vote on the Plowing Policy.

Mr. Goddard went through the re-drafted policy, explaining that Mr. Stevenson took out extraneous information. He said the input from the Planning Board [Memo attached] is included in the section under

General Policy where a public way is defined. Mr. Goddard said the second part of that section is also a result of the Planning Board's input which refers to placing a master list of public ways in the Town Clerks office. The final addition from the Planning Board was in the fourth paragraph, which referred to 'private residential property, common driveways or other private ways not receiving the DPW services of salt, sand or plowing [except in an emergency].

The Selectmen present were pleased with the policy presented, but wished to refrain from voting to approve same until Selectman Stevenson was present.

### **Review of Draft of 2013 Town Meeting Warrant**

Mr. Goddard said this is a preliminary draft of the Town Meeting Warrant [attached hereto]. He said the first ten (10) articles are referred to annually as the Consent Agenda. Mr. Goddard said they will need to be updated, such as Article 6, Revolving Funds. He said the Council on Aging and Building Inspector spending limits have both been increased.

Mr. Goddard spoke about Article 9, free cash transfer of \$75,000 to the Stabilization Fund. He said last year the Board expressed concern that this was too large of a transaction to place on the Consent Agenda and therefore required a separate vote.

Mr. Goddard highlighted some of the articles. He said Article 15 is a request from the Personnel Board for approximately \$20,000 to update the Compensation/Classification Plan. He said there is a placeholder for Article 15 for the Center Park appropriation. He noted that there are two possible placeholders for GIS Funding (\$3,500) and Professional Services for the Town Accountant (\$3,000). Mr. Goddard said the Library Septic system needs to be replaced for the amount of (approx.) \$36,000.00, which is another potential article.

Mr. Goddard said he drafted two potential General by-law Amendments that the Board has discussed; one is in regard to elections hours. Article 18 is a General By-law Amendment relative to redefining the Long Term Capital Requirements Committee. The composition of the committee will still be seven members; one appointed by the Board of Selectmen, three appointed by the Finance Committee and one appointed by the Carlisle School Committee and the Finance Director and Town Administrator.

Mr. Goddard said there were a few Articles for appropriations; they are for the Board of Health and the Council on Aging.

Mr. Hult suggested adding a placeholder for the Town Clerk issue. He said the sub-committee reviewing the Collins Center/Town Hall Study, will be making a recommendation regarding this issue at the next meeting.

Mr. Goddard said we have two coordination meetings with the Finance Committee in February (2/12 & 2/26). The Warrant will be reviewed again at the next Board of Selectmen's meeting.

### **Appointments**

On a motion made by Mr. Hult and seconded by Mr. Williams, it was unanimously **VOTED** to appoint the following to the Community Preservation Committee for the year 2013: Planning Board representative Jeffrey P. Johnson, Recreation Commission representative Mark Spears, Housing Authority representative Steve Pearlman, Community-at-large member Julia Lavelly, Conservation Commission representative Luke Ascolillo, Board of Selectmen representative John Williams and Historical Commission representative Ken Grady.

On a motion made by Mr. Hult and seconded by Mr. Williams, it was unanimously **VOTED** to appoint the following to the Cranberry Bog Farming Agreement Committee for a term that will end on June 30, 2014: Luke Ascolillo, John Ballantine, Thomas Brown, Debra Geltner, Steve Hinton, Patti Holdsworth, Carolyn Kiely, Warren Lyman, and Tim Donohue.

### **New Business**

The new business discussed tonight was a proposed application to the CPA for the Center Park Landscaping. Mr. Goddard explained that the amount requested is \$2,500.00 for a four year period to provide plant and landscaping materials and services for the Carlisle Center Park. He said this will supplement the fundraising that has leveled-off in recent years. Mr. Goddard said the Town owns the Park and this will be a partnership.

Mr. Hult said he was supportive of this proposal. He suggested talking with Sabrina Perry about this application to the CPA.

On a motion made by Mr. Hult and seconded by Mr. Williams, it was unanimously **VOTED** to submit an application to the Community Preservation Committee as provided in the document today relating to the Center Park Landscaping in the amount of \$10,000.00 and authorize the Chairman to sign the application.

### **Liaison Reports**

Mr. Gorecki said the FinTeam met this morning and the Local Receipts were presented by the Town Accountant. The receipts were said to be in order and they will increase after the motor vehicle excise taxes are collected. He said the Assessor is working on the assessment of Benfield Farms.

Mr. Scavongelli said the FinTeam discussed the BlueJay Recording Studio matter. He suggested putting this issue on the next meeting's agenda.

Mr. Williams reported that police negotiations will start on February 11<sup>th</sup>. He added that the Investment Advisory Committee will be meeting on Feb. 13<sup>th</sup> and Community Preservation Committee is meeting on Feb. 11<sup>th</sup>.

Mr. Hult said the CCHS School Building project has been re-instated. The project is still on track for construction to begin in March 2013 with completion of the project estimated in April 2015.

Mr. Hult said he and Mr. Goddard and Larry Barton have been going over the Collins Report. They will have a report on each of the recommendation items for the Board of Selectmen at our next meeting.

Mr. Hult said in regard the Minuteman Regional High School; a Municipal Breakfast has been scheduled on Feb. 7<sup>th</sup>.

Mr. Scavongelli said in regard to the Highland Building, they will be meeting later this month.

### **Minutes**

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the January 8, 2013 Board of Selectmen meeting with amendments.

The meeting adjourned at 9:15 p.m.

Respectfully submitted by Margaret Arena